

**State of California
DUTY STATEMENT**

MSH3002 (Rev. 3/8/19)

Department of State Hospitals

Box reserved for Personnel Section

		RPA Control No.#	C&P Analyst Approval	Date
Employee Name		Division Department of State Hospital -Metropolitan		
Position No / Agency-Unit-Class-Serial 487-xxx-8096-xxx		Unit		
Class Title Supervising Registered Nurse (SRN)		Location CNS		
SUBJECT TO CONFLICT OF INTEREST CODE <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CBID S17	WORK WEEK GROUP E	PAY DIFFERENTIAL	WORKING HOURS

The Department of State Hospital's mission is to provide evaluation and treatment in a safe and responsible manner, and seek innovation and excellence in hospital operations, across a continuum of care and settings. You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the department to meet these goals and provide the highest level of service possible. Your efforts to treat others fairly with dignity and respect are important to everyone with whom you work.

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the direction of the Nurse Coordinator/CNS, the Supervising Registered Nurse (SRN) is responsible for the overall management and supervision of an organized nursing service on a 24-hour basis in a state hospital; responsible for the nursing care and practices of an organized nursing unit or for a nursing service; plans, implements, evaluates and provides for continuity of patient care; works with other disciplines to integrate nursing services to provide a total treatment program; teaches, plans, directs, supervises and evaluates nursing personnel; supervises and assists subordinate staff in performance of custody responsibilities as needed.

% OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.)
60%	<p><u>ESSENTIAL FUNCTIONS</u></p> <p>EMPLOYEE ORGANIZATION</p> <ul style="list-style-type: none"> • Participates in the development of nursing policies and procedures as required by Title 22. • Utilize Joint Commission and other regulatory source in formulating and updating nursing policies and procedures • Ensure that nursing policies and procedures are aligned with hospital Administrative Directives and Policy Directives • Ensures that nursing policies and procedures involving medical staff are reviewed and approved by medical staff • Ensures that nursing policies and procedures are reviewed and revised every two years and as needed. • Ensures that nursing policies and procedures are clearly written and formatted, indicating sources used with names, date, title and/or link • Evaluates the assessment needs and quality of care delivery to all patients.

- Plan, organize and direct the work of level of care staff for patient care and safety.
- Ensures that all nursing staff/registered nurse have clear understanding of their specified duties and expectations as defined by their duty statements.
- Ensures that all nursing staff receive the required orientation specific to DSH-Metropolitan
- Ensures that nursing staff attend mandatory classes annually, making efforts to schedule employees in their month of birth, as class availability exists.
- Ensures that all nursing staff/registered nurse maintain their required licenses.
- Maintain a system of informing nursing staff of policy/ procedure, additions/ deletions/ revisions.
- Ensures that performance evaluations including criteria-based performance evaluations are completed on each nursing staff/registered nurse in a timely and professional manner.
- Completes performance evaluations, criteria-based evaluations and competency validation checklists on shift leads, registered nurses and other nursing staff in a timely and professional manner.
- Plans, implements, evaluates and provides for patient care that enhances quality of life while following all DSH's policies and procedures and all licensing regulations.
- Ensures competency by identifying educational needs of nursing staff and recommends and/or provide in-service training for quality improvement.
- Maintains professional relationships with all disciplines integrating nursing services with total treatment considerations.
- Maintains supervisory skills through educational resources, hospital and departmental meetings. Actively representing the needs of nursing and patients.
- Ensures a patient environment that is clean and safe and meets all DSH's and licensing regulations. Takes appropriate action when deficiencies are identified.
- Ensures that patient rights are understood and maintained.

CENTRAL NURSING ORGANIZATION

35 %

- Collaborate with Nursing Education Director to ensure that new and updated policies are utilized in New Employee Orientation and Nursing Annual updates.
- Collaborate with Program Nursing Coordinators to ensure that new and updated policies and procedures are implemented in a timely manner.
- Facilitate nursing policy and procedure committee to ensure the involvement of nursing staff and nursing management throughout the hospital
- Organize system for review and revision of nursing policies
- Maintain updated nursing policies and procedures on DSH-Metropolitan intranet
- In conjunction with CNS, NCs and Human Resources, recruits, interviews and recommends hiring of nursing staff.
- Completes required reports accurately and in a timely manner.
- Makes self-available to units/programs to discuss issues pertaining to the nursing policies and procedures.
- Attends central nursing service meetings and sits on assigned committees for nursing input as needed.

MARGINAL FUNCTIONS

5 %

All other duties and special projects as assigned consistent with this classification.

SUPERVISION RECEIVED

The Supervising Registered Nurse works under the supervision of the Nurse Coordinator/CNS

SUPERVISION EXERCISED

The Supervising Registered Nurse clinically supervises the Registered Nurses assigned to Registry

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Professional nursing principles and techniques; hospital routine and equipment; medicines and narcotics; custody procedures; public and property protection policies; techniques of effective supervision and unit management; the interrelationship of treatment activities in a hospital setting; a supervisor's role in the Equal Employment Opportunity Program and processes available to meet EEO objectives.

ABILITY TO:

Plan, organize, and direct the work of others. Apply nursing techniques; observe and record symptoms and behavior; keep records and prepare reports; gain the interest, respect, and cooperation of forensic/non-forensic clients, patients; learn and apply sound judgement in situations requiring the protection of persons and property.

REQUIRED COMPETENCIES

PHYSICAL

The incumbent must possess the necessary physical, mental and cognitive abilities to perform the highly specialized analytical work needed to carry out the essential duties of the position. This includes but is not limited to working with computer software and hardware, bending, stooping, twisting, walking on irregular surfaces, pushing and pulling up to 25 pounds, lifting and carrying up to 25 pounds, and repetitive fine motor and hand motion.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively.

CPR

Maintains current certification.

SITE SPECIFIC COMPETENCIES

- Search and seizure class
- Forensic Orientation
- Security checks
- CNS specific policies
- Escort policies and procedures

TECHNICAL PROFICIENCY (SITE SPECIFIC)

- Provide supervisory consultation//direction in disciplinary matters
-

- Administrative and clinical management
- Monitoring and evaluation of nursing staff
- Computer efficiency.

LICENSE OR CERTIFICATION – It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service.

- **Employee in this classification must possess and maintain an active license to practice as a professional Registered Nurse in the State of California.**

TRAINING - Training Category =

The employee is required to keep current with the completion of all required training.

THERAPEUTIC STRATEGIC INTERVENTION (TSI)

Supports safe working environment; practices the strategies and intervention that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior. Training provided during new employee orientation.

WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients, and the public.
- Comply with hospital policies and procedures.
- The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work.

The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is always expected to maintain confidentiality .

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Employee's Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above

Supervisor's Signature

Date

Other
Informa
tion